



Application for Horse Drawn Carriages, Carts, or Conveyances

Fee for **first two horses per year** – \$50.00

Fee for **each additional horse per year** – \$25.00

Background Check Fees – \$10/background; \$12/WSP Watch

Items marked with an Asterisk () apply to Specific Event Requests*
License Fees are assessed upon Approval of Application and are Nonrefundable

Section 1: Applicant Information (OHMC 5.01.020)

*Business Name:

*Applicant Name:
(including all aliases)

*Address:

*Mailing address: (if
different from above)

*Phone:

*Email:

City of Oak Harbor
Business License No.:

*Section 2: Operator Requirements (OHMC 5.31.040 (1), .020 (e))

Is the Operator at least 18
years of age?

Is the applicant Male or
Female?

Date of Birth:

Provide WA State Driver's
License Number:

Phone:

Email:

The Operator is also required to:

- Carry Proof of Insurance while operating the conveyance.
 - Have Information regarding the business (*Business name, contact information*) while operating the carriage.
 - Be trained in emergency procedures (*i.e. fixing equipment and handling horses*).
 - Have necessary equipment to collect/ dispose of animal waste; to provide water & food to animal.
 - File all amendments to rates and schedules with the City Clerk.
- Attach the schedule of Rates and Charges of the services to the application.

***Section 3: Insurance Requirements (OHMC 5.31.030 (2))**

Insurance Requirements are as follows:

- Must be written for appropriate minimum amounts acceptable to the City’s Risk Pool.
 - Written on an occurrence basis.
 - Name the City as an additional insured.
 - Begin with a period of at least 24 hours before the start of operations.
 - Extend for at least 24 hours after the completion of operations.
 - Cancellation Policy must include 30 days written notice to the City.
- Provide a copy of the insurance certificate to this application.

Section 4: Animal Requirements (OHMC 5.31.030(g), 5.31.040 (2))

What breed of horse(s) will you use? (*Stallions not permitted*)

Is the horse in good health and clean condition?

*What vaccinations has the horse received within the last year?

Other requirements for the animal utilized to draw the carriage, cart, or conveyance:

- *Vaccinated annually for tetanus, rabies, equine influenza, strangles, rhino pneumonia, and eastern/western encephalomyelitis.
- Must be seen twice a year by licensed veterinarian to certify that it can draw the carriage, cart or conveyance for such business.
- Must have proper protection for its feet as recommended by a farrier.
- Teeth floated once a year.
- If the horse(s) becomes lame at any time, use of those horses must cease until a licensed vet clears the animal(s) to return.

*Provide a copy of a certificate of health issued by your licensed vet within the last 3 months certifying that the animal(s) are fit to draw the conveyance, and that the animal(s) has received all required vaccinations. *See OHMC 5.31.030 (2) (g) for an alternative to this requirement.*

Attach proof of ownership of the horses(s) intended to be used in the conduct of business.

Section 5: Carriage Requirements (OHMC 5.31.040 (3))

The carriage, cart or conveyance shall:

- Be in good serviceable condition.
- Keep a record of maintenance and repair that is quickly accessible for inspection.
- Have manual breaking system.
- Have placards and safety reflectors that are visible to traffic.
- Be outfitted with lighting, or paired with a vehicle to provide adequate lighting in areas that are not well lit during dusk/evening hours.

Section 6: Letter Requesting License (OHMC 5.31.030 (2) (b)-(d), (f), (h))

Please attach additional pages if needed to complete Narrative Descriptions.

***Narrative Description of carriage, cart or conveyance, to include: safety devices, safety plans, passenger limits, and not to exceed manufacturer’s specifications.**

***Narrative Description of Operator’s Training**

***Narrative Description of daily inspection of equipment and animal(s); how to hydrate animals once per hour; how to feed animals every four (4) hours; how to collect/ dispose of animal waste:**

***Describe proposed routes of operation with City Streets:**

Provide your written safety plan to keep patrons a safe distance from the horse(s):

Section 7: Specific Event and Authority of Police Chief (OHMC 5.31.030 - .070)

***Applications for a Specific Event:** Please submit the application 7 days in advance of a specific event and complete applicable sections of the application per OHMC 5.31.030 (3).

The Chief of Police has the right to request additional information of the applicants. The Chief will grant the license upon a reasonable determination that the proposed activities will be operated in the best interests of the public’s safety. If approved, the applicant will receive an ID to be worn on his/her clothing so that it can be seen by the patrons of their service.

The Police Chief also has the authority to deny, suspend, and revoke the license. For more details regarding approval, denial, appeals, suspension and revocation, please see OHMC 5.31.030 – 5.31.070.

***Section 8: Acknowledgement of OHMC 5.31**

I acknowledge that I have read and understand Oak Harbor Municipal Code 5.31. I acknowledge that this application is complete and that the City will Deny incomplete applications. The above information is true and correct and provided for the purpose of obtaining a Horse Drawn Carriage, Cart or Conveyance License under Chapter 5.31 of the Oak Harbor Municipal Code.

Signature: _____ Date: _____

Section 9: Application Instructions

- **Step 1:** Apply for a business license and pay applicable fees, including background check fees.
- ***Step 2:** Attach all requested documents to the application and turn in a completed application to the Police Department.
- ***Step 3:** Comply with additional requirements (if applicable) requested by the Police Chief.
- ***Step 4:** The Chief of Police will inform you when the application is approved or denied.
- ***Step 5:** If the Horse Drawn Carriage, Cart or Conveyances Application is approved, pay applicable fees to the Utilities Office.
- **Step 6:** Upon approval, you will receive a business license with a License Endorsement for Horse Drawn Carriages, Carts, or Conveyances.

Contact the Police Department with questions at records@oakharbor.org or 360-279-4600.

INTERNAL USE ONLY

WATCH Background Check Results Approved Denied

Notes: _____

DRIVER'S CHECK Approved Denied

Notes: _____

Approval/Denial (circle one):

Chief of Police (or designee)

Date

ROUTE TO CLERK'S OFFICE

- | | |
|--|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Changes to rates and charges |
| <input type="checkbox"/> Approval or Denial Notice | <input type="checkbox"/> Revocation Notice |
| <input type="checkbox"/> Appeal Requests and Department Response | <input type="checkbox"/> Suspension Notice |
| <input type="checkbox"/> Correspondence between parties | |